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Bulletin No. 14-12

P-2201 L

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## **P-2201 Application Procedures (Continued)**

### **L. Eligibility Procedures for Post-60-Month Cases**

- a. New applications for Reach Up applicants who have received 60 months of countable cumulative assistance
  1. Reach Up application is received by the ADPC, online or in district office.
  2. Application goes into the queue just like any other Reach Up application.
  3. After the application has been entered, the worker who conducts the interview checks CASE D TIME to see how many countable, cumulative months the applicant has received; if it is a 2-parent family, the name and number will appear for the parent with the greater number of months.
  4. The interviewer informs the applicant of the number of countable, cumulative months of Reach Up they have received if it is at least **58** months, or if the applicant asks for this information.
  5. In reviewing the 202, if the applicant has checked “Yes” or verbally answers “yes” for question #5 (“Has anyone moved to VT in the last 12 months”) and/or question #8 (“Has anyone received financial assistance from any other state since October 1996”), inform the participant that this will need to be verified with all applicable states (see P-2201 M “Verifying Out-of-State TANF Months”).
  6. Individual is scheduled for a face-to-face interview following the standard process.
  7. When initial FDP is signed at face-to-face interview, check off the “Post 60 month requirements” box and enter the number of VT countable months on the form.
  8. Explain to applicant that their grant will be approved when the following conditions have been met:
    - all applicable eligibility verification has been received; and
    - the applicant has met with a case manager within three days of the face-to-face interview; and
    - the applicant has met the work requirement with a CSP, employment, other countable activities if necessary (or a combination) for two consecutive weeks, but no later than the 30<sup>th</sup> day following the date of application (unless the processing date is extended due to department delay or good cause); or
    - the applicant has provided verification of a deferment, and meets the criteria for the deferment.
  9. Follow district procedures for scheduling an individual case management meeting within three days of face-to-face interview/orientation.
  10. The Reach Up case manager will verify that the conditions listed above in section 8 have been met, and will send an email to the district eligibility group when these requirements have been met. Approve the Reach Up grant. If these conditions have not been met by 30 days from the date of application (unless there is a department delay or good cause), the case manager will send an email to the district management team requesting that the grant be denied.

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b. When a Reach Up participant who has closed after 60 months of countable cumulative assistance re-applies

1. Check MEMB panel for each adult applying to determine participation code.
2. If the Reach Up benefits closed because one or both adult members were not meeting the work requirement (Participation code 85):
  - re-APPL the Reach Up application for the day after the last date of closure, or the date of application, whichever is later; and
  - follow procedures for a new applicant who has received 60 months of countable cumulative assistance.
3. If the applicant is subject to the 2 month break in benefits due to non-compliance (code 81 or code 83), check case WARN and/or CATN to find the date range of the break in benefits and take the following steps:
  - i. If the application date is within 30 days of the last closure, deny application in ELIG C RUFA. ACCESS will automatically call for denial.  
**NOTE: In a two-parent family where the penalty was applied to one parent, the penalty period applies to the entire family if the penalized parent is still in the household.**
  - ii. If the applicant will be eligible within 30 days from the date the application is received, re-APPL the Reach Up application for the day they apply and follow procedures for a new applicant who has received 60 months of countable cumulative assistance. Do not approve benefits until:
    - All conditions listed above in section a(8) have been met; and
    - The two month break in benefits due to non-compliance from the last date of closure has passed.
4. If the applicant closed for eligibility reasons (i.e. non-coop, failure to review, etc.), re-APPL according to the current process and take the following steps:
  - i. If verification/application is received before last closure date, there is no break in benefits and the two weeks of compliance is not a condition of approval; or
  - ii. If verification/application is received after last closure date, there is a break in benefits. Follow procedures for a new applicant who has received 60 months of countable cumulative assistance

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- c. How to proceed when a Reach Up participant or applicant who has received 60 months countable, cumulative assistance requests a Fair Hearing:
1. Determine if the Fair Hearing is based on eligibility factors or closure/denial due to 60-month requirements.
  2. If Fair Hearing is based on eligibility factors, proceed as usual.
  3. If Fair Hearing is based on 60-month requirements (e.g., closure due to not meeting work requirement, non-compliance, and/or 2 month break in benefits, denial based on failure to complete the 2 consecutive weeks of compliance) email case manager and team leader that fair hearing was requested and why. CATN.